

Minutes
Baraboo District Ambulance Commission
Baraboo City Hall
101 South Blvd, Baraboo, WI
No in person public access available
Baraboo, WI 53913
August 26, 2020 at 7:00 PM

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Ed Geick, Local Media

The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic. Commission Members who will be participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Any vote taken by the Commission will be by roll call vote.

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 Conference ID: 353 059 591# (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President Tim Stieve at tdstieve@centurylink.net These comments will be distributed to other Commission Members and may be read during the “public invited to speak” section of the agenda.

None to report.

Call to Order & Roll Call

Call to order was made by President T. Stieve at 7:00 PM.

Roll Call, present was Karl Berna, David Dahlke, Dave Kitkowski (by video), Heather Kierzek, Robin Meier, Randy Puttkamer, Tim Stieve, Tim Stone, Phil Wedekind. Absent T. Turnquist and J. Petty

1. Note compliance with the Open Meeting Law. Confirmed by J. Rago
2. Adoption of agenda. Motion was made by D. Dahlke with a second by K. Berna to adopt the agenda. Voice vote, carried unanimously.
3. Approval of previous minutes. Motion to approve previous minutes was made by P. Wedekind with a second by H. Kierzek. Voice vote, carried unanimously.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

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Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President Tim Stieve None.

Reports

- Legal Counsel Report – None – President Stieve did talk with N. Marklein, nothing to relay to commission about whether her attendance was required for this meeting.
- President's Report - None
- Treasurer/Financial Report – Treasure R. Meier stated that cash flow is positive, but \$40,000 less than current liabilities. Net AR is down due to right-offs. Commission can move line item from one to another if line item becomes \$3,000 over budget. Commission should be advised if that is needed.
- HR Report – HR Director B. Larsen reported that the first round of the Chief's position interviews are done, second round will be starting September 10, 2020. Evaluations were completed for Captains and line staff. She said that the staff liked the process.
- Interim Chief's Report – See attached report.
- Transition Committee – will be included in New Business Recommendations

Consent Agenda

1. Approve check details and online payments for July 12 – August 15, 2020 in the amount of \$101,350.33

Motion was made to approve check details and online payments for July 12 – August 15, 2020 in the amount of \$101,350.33 by R. Meier with a second by K. Berna. Voice vote, carried unanimously.

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Old Business:

1. Approve Sauk County Public Health Business Associate Agreement.

Motion was made by R. Meier with second by T. Stone to approve the Sauk County Public Health Business Associate Agreement with legal review and end date of 12/31/2020. President Tim Stieve will sign for the Commission.

Voice vote, carried unanimously.

New Business:

1. Recommendations from Transition Committee
 - a. Remote Meeting Policy – Troy reported on Policy specifics, above what the bylaws say. Motion was made to adopt Remote Meeting Policy with a change of wording to be may instead of shall under 4d by R. Puttkamer with a second by D. Dahlke.
 - b. Quarantine Policy – Report by T. Snow on changing nature of the current Policy as first presented. B. Larsen agreed with T. Snow. Discussion on whether to use CDC or State recommendations. Discussion on wording of positive tests or Covid 19 symptoms with employees. Motion was made by D. Dahlke with a second by R. Puttkamer to approve the Quarantine Policy with changes discussed, 48 hours between tests that are negative and without symptoms, change the name to Pandemic Quarantine. Voice vote, carried unanimously. Place on agenda for September 10, 2020 meeting. To consider potential changes.
 - c. Legal Services RFP - Report from President Tim Stieve on reviewing the RFP that was proposed by the Transition Committee. D. Dahlke took exception to the way the Transition Committee had produced the RFP by reaching out to other law firms to secure elements prior to the development of the RFP. He felt that the Commission was bypassed and that the Commission has the authority to solicit RFPs not the Transition Committee. D. Dahlke said that he will abstain from any vote on the RFP. Much discussion ensued. Motion to issue the RFP for Legal Services as written, with a correction to the formatting error, be sent to attorneys with Municipal and HR experience. The motion was seconded by H. Kierzek. General discussion was held.

Roll Call vote was called; voting aye was K. Berna, R. Meier, H. Kierzek, D. Kitkowski (virtual), T. Stone, T. Stieve, R. Puttkamer, and P. Wedekind. Abstaining was D. Dahlke. Motion passed.

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2. Renewal of Line of Credit through Community First Bank – Approval to move forward to Member’s meeting
3. 2021 Budget – Presented for review
 - a. Discussion and possible action to change HR Position from part time to full time. Tabled until next meeting after numbers, call volume and demographics are available to review.

Closed Session:

Upon proper motion and vote, The Baraboo District Ambulance Commission may convene into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Management personnel compensation)

Motion was made by T. Stone with a second by D. Dahlke to go into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Management personnel compensation)

Roll call vote, Ayes – K. Berna, D. Dahlke, D. Kitkowski, H. Kierzek, R. Puttkamer, T. Stone, T. Stieve and P. Wedekind. Nays – None. Passed unanimously.

Open Session: The Baraboo District Ambulance Commission will return to Open Session pursuant to 19.85(2) Wis. Stats., and may take actions as a result of closed session discussions.

Motion was made by R. Meier with a second by K. Berna to return to Open Session pursuant to 19.85(2) Wis. Stats., and may take actions as a result of closed session discussions.

Roll call vote, Ayes – K. Berna, D. Dahlke, D. Kitkowski, H. Kierzek, R. Puttkamer, T. Stone, T. Stieve and P. Wedekind. Nays – None. Passed unanimously.

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Commissioner Comments & Future Agenda Items

- Schedule Special Members Meeting for 2020 Budget Amendments
- September 10, 2020 Agenda Item for HR Compensation for Management.

Adjournment

Motion made for adjournment at 9:40 PM by R. Meier with a second by D. Dahlke. Voice vote, passed unanimously.

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Interim Chiefs Report

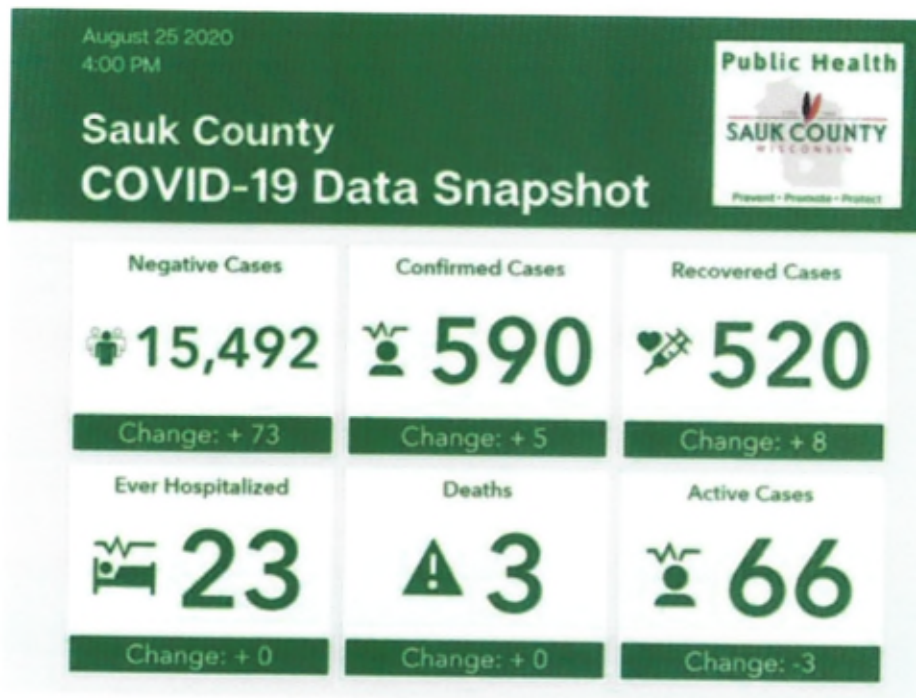
August 26, 2020

Not much to report.

New development from the State and Sauk County Health Department.

Two employees gave us a scare had displayed symptoms but ended up being Negative after testing.

All three of the Service's State licenses have been approved. We are currently working on Operations Plans and Protocols.



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